



Just a chat

| Activity type | Innovation phase | Difficulty | Duration |
|-----------------|------------------|------------|----------|
| Idea generation | Ideation | 2/5 | 3h |

Location

The venue must comprise one room large enough to accommodate all participants with an amphitheatre-style layout and as many discussion areas or rooms as required.

Materials required

Felt-tips, flipchart, catering, internal signposting.

Participants

Advancer

20 to 100

Recruit users involved in the topic

Ensure diversity within the panel, gender balance, variety of ethnic origins, fields of expertise and job type.

Operational team

One general leader - one leader and one secretary per discussion room

Advantages

Analyse a subject quickly and from several angles; bring together a group of people to focus on one issue; create a climate conducive to action.



Just a chat

Exercise for sharing experience and opinions on topics within a specific subject area in three 45-minute time slots. Each break provides an opportunity for individual thinking and proposal of ideas. Discussion subjects are allocated to time slots and rooms and participants choose which table to join

Preparation

- Think about the overall theme and divide it into as many questions as necessary (one question = one discussion table)
- Invite relevant users to the workshop
- Arrange catering
- Appoint moderators and secretaries for every topic
- Signpost the different rooms, topics and timetables
- Place new flipchart sheets in the group room. These sheets will be used to record participants' ideas



between each discussion session.

Proceedings

Presentation 5 min

The moderator explains the context and objectives of the workshop and the rules: - Different topics are allocated by room - Participants may go wherever they wish - Participants may leave a room whenever they wish - There is one moderator and one secretary per room, leading and recording the discussion

- Each participant receives a 'road map' containing a plan and room distribution and an area for notes (see 'Roadmap' worksheet)

Period 1 45 min

Participants select their discussion room and share their views about the question raised

- The moderator goes round the table quickly and begins to ask the first questions. He may follow the previously prepared discussion sheet (see 'Discussion guide' worksheet)
- The participants answer freely and the secretary notes their responses.

Break 1 15 min

Participants are invited to select their next discussion room and, at the same time, to share their ideas on the subject. These ideas are noted on the flipchart sheets provided for this purpose in the plenary room.

Period 2 45 min

In their new discussion room, participants share their views about the question raised

- The moderator goes round the table quickly and begins to ask the first questions. He may follow the previously prepared discussion sheet
- The participants answer freely and the secretary notes their responses.

Break 2 15 min

Participants are invited to select their next discussion room and, at the same time, to share their ideas on the subject. These ideas are noted on the flipchart sheets provided for this purpose in the group room.

Period 3 45 min

In their new discussion room, participants share their views about the question raised

- The moderator goes round the table quickly and begins to ask the first questions. He may follow the previously prepared discussion sheet
- The participants answer freely and the secretary notes their responses.

Conclusion 10 min

The participants are invited to meet in the group room and to share a final moment together.

- The moderator summarises the workshop and goes round the room, asking the audience one final question: share an

idea you're taking away, tell us something that has struck you, etc.

Transmission of results

- Gather together each secretary's notes
- Send the report on the workshop to the participants
- Send a satisfaction survey to the participants ('Satisfaction survey' worksheet)
- Optional: Produce an article about the workshop